

*Reports 3*

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Assistant to DCI

2 August 1955

Director of Training

Weekly Summary Report

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NO CHANGE in Class. ☐  
☐ DECLASSIFIED  
Class. CHANGED TO: TS S **(C)**  
DDA Memo, 4 Apr 77  
Auth: DDA REG. 77/1763  
Date: 31/01/78 By: 008

INTRODUCTION

The Office of Training reports on (1) a proposed PP seminar, (2) a training course for a Communist Party Penetration Program, (3) a tentative suggestion of the [REDACTED] that they aid in training the [REDACTED], (4) a request from the Technical Services Staff for special selection criteria, and (5) the revision of the Fitness Report. Also, several changes have recently been made to improve our training facilities. Finally, it is pointed out that the Basic Orientation course, the foundation of all Agency training, has quarters for lecturers and students that are uninhabitable for four months of every year. The recent hot weather has underlined the situation.

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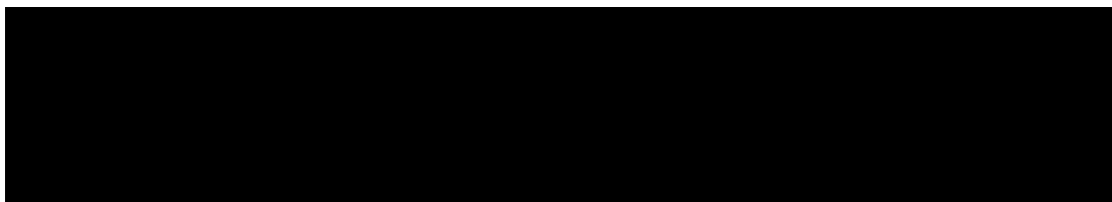
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COVERT TRAINING

1. PP Seminar: OTR proposes to hold a Psychological and Paramilitary Operations Seminar for one week in mid-August. This seminar will examine the present status of PP operations, discuss the qualifications needed by case officers running these operations, and report on the types of training they require.

2. CP Penetration Program: The CI Staff has proposed a training course as part of a projected Communist Party penetration program. OTR and CI staff members discussed procedures for the course and also examined the possibility of CI staff members exploiting contacts with foreign-intelligence-service personnel being trained by CIA in Washington, from the standpoint of facilitating future operations.

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**4. Request to OTR for Special Selection Criteria:** Upon request from the Audio Surveillance Division, Technical Services Staff, the Assessment and Evaluation Staff of OTR is considering procedures by which to select and train persons possessing special abilities in hearing voice communication through noise and interference. The request illustrates the range of services the A & E Staff is requested to perform.

#### **REVISION OF FITNESS REPORT**

Intensive work continues on the revision of the Fitness Report. By 20 July, a series of ten conferences were completed on this subject. At least 50 personnel officers and supervisors, particularly supervisors who have been working closely with the Career Service Selection Program, were included in these meetings. On the basis of these conferences, a further revision will be made which will be presented to the Office of Personnel and to a task force of the Career Council.

#### **AIDS TO TRAINING**

**1. Branch Language Laboratory:** At the request of the Office of Research and Reports, OTR has agreed to establish, for a six months' trial period, a branch language laboratory in a room provided in "M" Building. The branch laboratory will enable language students in the whole complex of buildings between 23rd and 26th Streets to perform the laboratory study required for regular courses or fellow courses of self-study without the loss of time now expended in shuttling to "I" Building.

**2. Reading Improvement Course Extension:** OTR has announced that, if there is good reason why applicants for the Reading Improvement course cannot take the course during the day, an after-hours section will be set up. The demand for the course has increased. Recently, OTR conducted a correspondence course for a student in the [REDACTED]. The results were satisfactory, but the procedure is inefficient since it took the student seven months to complete the course. A School instructor could conduct more effective training by two-week visits to [REDACTED] requesting this course.

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3. Bibliography on Double Agent Operations: The OTR Library has begun to assemble a bibliography of classified and unclassified materials dealing with double-agent operations. There are no organized lists on the subject at present.

SATISFACTORY SPACE FOR THE BASIC ORIENTATION

A previous survey showed that the present lighting fixtures in the Auditorium located in the Recreation & Services Building did not give students adequate illumination. The General Services Administration has agreed to install fluorescent fixtures. This work was scheduled to begin 29 July. The project, requiring 45 days, will not conflict with the schedule of the Basic Orientation course. Improvement in the lighting removes only one basic defect in the Auditorium. It is largely uninhabitable from late spring to early fall because of the heat and the poor ventilation. OTR suggests, because the cost of air-conditioning is apparently prohibitive, that either the ventilation be improved or that more adequate quarters be provided. The Basic Orientation course is the foundation of all training in OTR.

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MB:lbc

MATTHEW BAIRD

cc: 1 - DD/P  
1 - DD/I  
2 - DD/S

Orig. & 1 - Addressee  
1 - DTR (yellow) ✓  
3 - PPS/TR

- 3 - CONFIDENTIAL

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